



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

JUSTICE PROGRAM SUPERVISOR

Job Number: 20001851

Job Code: 96680V150916

Job Group: 9600 - GENERAL ADMINISTRATION

Job Established: 06/16/1982

Job Revised: 09/16/2015

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs and supervises professional employees in the identification and research of issues affecting the Kentucky criminal justice system and oversees the development and implementation of programs to address those issues OR supervises the work product of Alternative Sentencing Workers in local offices of the Department of Public Advocacy; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have four years of professional experience in corrections, law enforcement, criminal justice administration, juvenile justice or related field.

Substitute EDUCATION for EXPERIENCE:

A master's degree in a field related to the experience areas listed above will substitute for two years of the required experience.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Oversees the development of and recommends programs, policies and procedures within one or more areas of the justice system. Supervises the development, implementation and monitoring of program grants. Requests technical reports as needed, reviews such reports, and oversees the maintenance of program records. Develops reports as requested. Provides on site assistance to local jurisdictions in terms of program availability, statutory and program requirements and correcting deficiencies in local programs. Represents the agency in professional meetings and in addressing civic groups about agency goals and programs. Represents the agency in intra agency task forces and programs. Responds or drafts responses to inquiries from other states or the federal government concerning goals and programs. Reviews the work of subordinates for quality and conformance to laws, regulations and policies.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title primarily perform duties in an office setting. Travel is required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.